

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services	(2) MEETING DATE 12/02/2014	(3) CONTACT/PHONE Machelie Vieux 781-5200	
(4) SUBJECT Request to approve a one-year base contract with two (2) option years with Water Systems Consulting, Inc., in the amount of \$98,500 for the base term, to provide energy and water manager services for County facilities. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Approve a one-year base contract with Water Systems Consulting, Inc., for energy and water manager services in the amount of \$98,500 for the initial base term; 2. Authorize the Director of General Services to prepare, negotiate, amend, award, terminate, execute, and take any and all necessary or advisable actions relating to the energy and water manager contract; and 3. Authorize the Director of General Services to renew and award up to two (2) consecutive one-year option periods following the base year of the energy and water manager services contract, for an amount subject to Board authorized funding. 			
(6) FUNDING SOURCE(S) FC 113- General Services Department	(7) CURRENT YEAR FINANCIAL IMPACT \$98,500	(8) ANNUAL FINANCIAL IMPACT \$98,500	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001477		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services/Machelle Vieux
781-5200

DATE: 12/02/2014

SUBJECT: Request to approve a one-year base contract with two (2) option years with Water Systems Consulting, Inc., in the amount of \$98,500 for the base term, to provide energy and water manager services for County facilities. All Districts.

RECOMMENDATION

It is recommended that the Board:

1. Approve a one-year base contract with Water Systems Consulting, Inc., for energy and water manager services in the amount of \$98,500 for the initial base term;
2. Authorize the Director of General Services to prepare, negotiate, amend, award, terminate, execute, and take any and all necessary or advisable actions relating to the energy and water manager contract; and
3. Authorize the Director of General Services to renew and award up to two (2) consecutive one-year option periods following the base year of the energy and water manager services contract, for an amount subject to Board authorized funding.

DISCUSSION

An energy and water manager services contract is intended to identify opportunities to reduce usage and costs of electricity, natural gas, water, sewer/wastewater, and propane in County facilities. The consultant services will assist the County to develop, administer, and coordinate the energy and water management programs for County owned and leased facilities. The consultant will provide technical expertise to analyze utility data for discrepancies in billing, conduct independent third party review of projects for potential savings, check calculations and assumptions of energy and water audits, and identify potential rebates, grants, and incentive programs for energy and water savings.

In 2013, the County advertised to fill the vacant position of Utility Coordinator. After an extensive recruitment and interview process, offers were made to two qualified candidates, but both declined. As a result, General Services sought consultant services to help manage the energy and water efficiency and conservation program.

In June 2014, General Services competitively bid Request for Proposals (RFP) through the County's e-procurement website, Public Purchase, seeking energy and water manager consulting services for County facilities. Three responses were received. A selection committee consisting of staff from the Administrative Office, Planning and Building Department, and General Services reviewed the proposals and interviewed the firms in July of 2014.

Water Systems Consulting, Inc., (WSC) located in San Luis Obispo, received the highest scores from the selection committee based on completeness of submittal, understanding and approach to the project, professional qualifications, experience with similar projects, response to interview questions, and local vendor preference. WSC has performed energy and water consultant services for colleges, universities, municipalities, and state agencies. WSC's key personnel include a highly qualified team of engineers, architects, and data analysts. WSC has the capability to leverage various technical resources based on the County's needs. Based on the firm's superior qualifications, the committee recommended that the County enter into a professional services contract with Water Systems Consulting, Inc.

Notifications were made to non-selected consultant firms and no protests were received.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has reviewed and approved the contract for form and legal effect. The Planning and Building Department and Administrative Office have been involved in the development of the consultant services contract and concurs with the scope of work.

FINANCIAL CONSIDERATIONS

There is no fiscal impact to the General Fund. The consultant services contract will be funded from the salary savings in FC 113 created by the vacancy of the Utility Coordinator position. Appropriation for the Utility Coordinator position is included in the FY 2014-15 adopted budget in the amount of \$111,396. The consultant contract has a period of performance of one year, with the option of annual renewal for the two years following the base contract. After reviewing the performance of the program, staff will evaluate whether to renew the option year, advertise to fill the vacant Utility Coordinator position, or to solicit a new contract. Renewal of each option year will occur upon successful performance of tasks identified in the energy and water manager consultant services contract, and funding availability as approved by the Board as part of the annual budget process.

RESULTS

The consultant services contract will help champion the County's commitment towards energy and water efficiency and conservation goals by finding opportunities to reduce usage and costs, conducting a monthly review of utility bills, providing third-party review of select projects, and identifying available incentive and rebate programs. As a result, the County will strategically reduce energy and water costs, usage, and environmental impacts, which contributes to a livable and well-governed community.

ATTACHMENTS

1. Contract for Energy and Water Manager Services